



Vacancy Announcement
United States Court of Appeals, Fifth Circuit
Office of the Clerk

Position:		Chief Deputy Clerk	
Starting Salary:		JSP-16 (\$133,389 - \$155,622)	
Posting Date:		March 15, 2010	Closing Date: May 28, 2010
Announcement #:		1-2010	

POSITION:

The United States Court of Appeals for the Fifth Circuit seeks to appoint a Type II Chief Deputy Clerk (alter ego to the Clerk of Court). The Chief Deputy will assist in overseeing and managing all aspects of Clerk's Office operations.

RESPONSIBILITIES:

The Chief Deputy Clerk reports directly to the Clerk of Court and is responsible for administrative and management functions including, but not limited to: (1) overseeing all appeal processing and case management activities, ensuring manual and electronic records are maintained in compliance with established procedures and quality control standards; (2) managing the day-to-day administration of the Clerk's Office, including personnel, statistical reporting, automation, budget, and procurement; (3) developing organizational goals and objectives and establishing plans, priorities, and deadlines for completion of work; (4) conducting studies and performing special projects relating to the business of the court; and (5) acting for the Clerk in his absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- An undergraduate degree from an accredited college or university is required. One or more post-graduate degrees in law, judicial or public administration, business, political science, or a related field are highly preferred.
- A minimum of 10 years progressively responsible managerial or administrative experience, four of which must have involved extensive management responsibility and involved interaction with high level officials.
- Demonstrated analytical and statistical skills.
- Significant knowledge of office automation and demonstrated aptitude to learn the court's case management systems.
- Exceptional interpersonal skills. Demonstrated supervisory and leadership skills.
- Superior written, verbal, and presentation skills.
- Creativity and initiative.

APPLICATION PROCESS:

Interested applicants must submit a resume detailing educational background, previous employment and salary history, and other relevant information. Address all pertinent knowledge, skills and abilities outlined above in a cover letter. Additionally, attach a separate document addressing the following matters:

1. Describe your leadership and management philosophy. How much formal education and training on leadership have you received? What type of leader are you? How do you motivate, reward, and discipline employees? If you previously have faced serious personnel issues that required you to exercise leadership and management skills, discuss these matters.
2. In your opinion, what would be the ideal relationship between a principal and an alter ego deputy? Have you served as a Chief Deputy (or equivalent position in another organization) before? If so, describe that relationship. How would you support the Clerk if you were the Chief Deputy, to ensure the Clerk's Office provides support to our judges, the bar, and the public?

3. What traits or skills, if any, do you possess that will help you become a successful alter ego for the Clerk?
4. What in your background or employment history demonstrates that you have the ability to interact with Appellate Judges, Circuit and District Court Executives, personnel at the Administrative Office of the U.S. Courts and other governmental agencies, and members of the public, to successfully accomplish the mission?

Additional information is available on the Fifth Circuit website, www.ca5.uscourts.gov. Application packages must be submitted to the address below by the closing date.

U.S. Court of Appeals, Fifth Circuit
Personnel Department - Announcement #1-2010
600 S. Maestri Place
New Orleans, LA 70130

BENEFITS:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

13 days paid vacation per year for the first three years of employment

20 days paid vacation per year after three years of employment

26 days paid vacation per year after 15 years of employment

13 days paid sick leave per year

10 paid Federal holidays per year (plus Mardi Gras)

Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)

Optional participation in the Federal Health Insurance Program (with a wide choice of plans)

Participation in pretax flexible spending account programs

Voluntary participation in life, long-term disability and long-term care insurance programs

Direct deposit of federal wages

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

INFORMATION:

Only qualified applicants will be considered for this position.

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

The successful candidate will be offered employment based on a satisfactory background check and investigation. A credit check is required also for this high sensitive position.

Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification and background investigation. Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.